

## Section 2. Meetings

**6-200. General.** This Section applies to a conference, seminar, symposium, exhibit, convention, training course, or other such gathering during which classified information is disclosed, hereafter called a “meeting.”

**6-201. Government Sponsorship of Meetings.** Disclosure of classified information to large diverse audiences such as conferences, increases security risks. However, classified disclosure at such meetings, which serve a government purpose and at which adequate security measures have been provided in advance, may be conducted by a cleared contractor provided the meeting is authorized by a Government Agency that has agreed to assume security jurisdiction. The Government Agency must approve security arrangements, announcements, attendees, and the location of the meeting. The Government Agency may delegate certain responsibilities to a cleared contractor for the security arrangements and other actions necessary for the meeting under the general supervision of the Government Agency.

a. **Requests for Authorization.** Contractors desiring to conduct meetings requiring sponsorship shall submit their requests to the Government Agency having principal interest in the subject matter of each meeting. The request for authorization shall include the following information:

- (1) An explanation of the Government purpose to be served by disclosing classified information at the meeting and why the use of conventional channels for release of the information will not advance those interests.
- (2) The subject of the meeting and scope of classified topics, to include the classification level, to be disclosed at the meeting.
- (3) The expected dates and location of the meeting.
- (4) The general content of the proposed announcement and/or invitation to be sent to prospective attendees or participants.
- (5) The identity of any other non-Government organization involved and a full description of the type of support it will provide.

(6) A list of any foreign representatives (including their nationality, name, organizational affiliation) whose attendance at the meeting is proposed.

(7) A description of the security arrangements necessary for the meeting to comply with the requirements of this Manual.

b. **Location of Meetings.** Classified sessions shall be held only at a Federal Government installation or a cleared contractor facility where adequate physical security and procedural controls have been approved. The authorizing Government Agency is responsible for evaluating and approving the location proposed for the meeting.

c. **Security Arrangements for Meetings.** The contractor shall develop the security measures and procedures to be used and obtain the authorizing agency's approval. The security arrangements must provide for the following:

(1) **Announcements.** Approval of the authorizing agency shall be obtained for all announcements of the meeting. Announcements shall be unclassified and shall be limited to a general description of topics expected to be presented, names of speakers, and administrative instructions for requesting invitations or participation. Classified presentations shall not be solicited in the announcement. When the meeting has been approved, announcements may only state that the Government Agency has authorized the conduct of classified sessions and will provide necessary security assistance. The announcement shall further specify that security clearances and justification to attend classified sessions are to be forwarded to the authorizing agency or its designee. Invitations to foreign persons shall be sent by the authorizing Government Agency.

(2) **Clearance and Need-to-know.** All persons in attendance at classified sessions shall possess the requisite clearance and need-to-know for

the information to be disclosed. **Need-to-know** shall be determined by the authorizing agency or its designee based on the justification provided. Attendance shall be authorized only to those persons whose security clearance and justification for attendance have been certified by the security officer of the organization represented. The names of all authorized attendees or participants must appear on an access list **with** entry permitted to the classified session only after verification of the attendee's identity based on presentation of official photographic identification, such as, a passport, contractor or U.S. Government identification card.

- (3) **Presentations. Classified information must be authorized** for disclosure in advance by the Government Agency having jurisdiction over the information to be presented. Individuals making presentations at meetings shall provide sufficient classification guidance to enable attendees to identify what information is classified and the level of classification. Classified presentations shall be delivered orally and/or visually. Copies of classified presentations or slides, etc., shall not be distributed at the classified meeting, and any classified notes or electronic recordings of classified presentations shall be classified, safeguarded, and transmitted as required by this Manual.

- (4) **Physical Security.** The physical security measures for the classified sessions **shall** provide for control of, access to, and dissemination of, the classified information to be presented and shall provide for secure storage capability, if necessary.

6-202. **Disclosure Authority at Meetings.** A contractor desiring to disclose classified information at a meeting shall:

- a. Obtain **prior written authorization** for each proposed disclosure of classified information from the **Government** Agency having jurisdiction over the information involved. The authorization may be in the form of an export **license** or a Government Agency exemption pursuant to Section 125.4(b)(1) of the ITAR.
- b. Furnish a copy of the disclosure authorization to the Government Agency sponsoring the meeting.
- c. Associations are not responsible for ensuring that classified presentations and papers of other organizations have been approved for disclosure. Authority to disclose classified information at meetings, whether disclosure is by officials of industry or government, must **be** granted by the Government Agency or activity that has classification jurisdiction over the information to be disclosed. Each contractor that desires to disclose classified information at a meeting is responsible for requesting and obtaining disclosure approvals.

#### 6-203. **Requests to Attend Classified Meetings.**

Before a contractor employee can attend a classified meeting, the contractor shall:

- a. Certify the PCL status of the employee who **will** attend the classified meeting.
- b. Provide justification why the employee requires access to the classified information, cite the classified contract or GCA **program/project** involved, and forward the information to the authorizing **Government** agency.